

**OFFICE OF COMMUNITY DEVELOPMENT  
LOCAL GOVERNMENT ASSISTANCE PROGRAM**

**Grant Application Package**

**FISCAL YEAR 2006 -2007**



**Division of Administration  
Office of Community Development  
P.O. Box 94095  
Baton Rouge, LA 70804-9095  
Tel: (225)342-7412  
Fax: (225)342-1947  
Website: [www.doa.la.gov/cdbg/lgap.htm](http://www.doa.la.gov/cdbg/lgap.htm)**

## **LOCAL GOVERNMENT ASSISTANCE PROGRAM**

### **PURPOSE**

The purpose of the Local Government Assistance Program (LGAP) is to assist units of local governments with funding for needed infrastructure and long-term capital improvements in rural areas. Federal funds are available through USDA and the CDBG programs to also assist rural communities in these efforts. LGAP's purpose is to fill the gaps where there are no federal funds available to assist a unit of local government with an identified high priority need. Priority will be given to those projects which identify and resolve basic human health and safety needs.

### **ELIGIBILITY AND MAXIMUM GRANT AMOUNTS**

All municipalities and parishes in Louisiana are eligible to participate in the LGAP program with the exception of the following HUD entitlement cities: Alexandria, Baton Rouge, Bossier City, Kenner, Lafayette, Lake Charles, Monroe, New Orleans, and Shreveport.

Maximum grant applications are based on the following population ranges.

Village (1-999) is eligible to apply for up to \$25,000.

Town (1,000-4,999) is eligible to apply for up to \$35,000.

City (5,000-35,000) is eligible to apply for up to \$50,000.

Parish is eligible for up to \$100,000.

Parishes may apply for projects that serve a parish-wide area or an unincorporated area of the parish.

For the 2006-2007 fiscal year, the maximum amount eligible per parish area is \$142,800.

### **APPLICATION DUE DATE**

The deadline for submittal of applications is December 1, 2006. If hand delivered, application must be received by the Office of Community Development by 4:30 pm on December 1, 2006. If mailed, the postmark must be stamped no later than December 1, 2006. Any application not meeting the deadline requirements will not be rated.

### **ELIGIBLE ACTIVITIES**

Fire protection, sewer, water, renovations to essential governmental buildings, police protection, land acquisition, demolition, equipment, roads, drainage, and reasonable engineering costs (if associated with construction) are eligible for assistance under this program. In some cases an exception may be made to the above list. In those instances, an overwhelming case must be made for the need of the project and documentation must be included which supports that the project will alleviate the identified health, safety, or quality of life concerns the citizens within that local government.

## INELIGIBLE ACTIVITIES

Previously incurred debt, improvements to private property, on-going salaries, overtime for government employees, administration, engineering only or planning only projects are not eligible activities under this program.

## EVALUATION PROCESS

The evaluation process involves several steps, including a staff review and rating. Rating will be based on the following criteria. For fire protection projects, question number 3 will be used for rating instead of question number 2.

1. Does the proposed project help the maximum number of citizens in the affected area?
2. Does the proposed project improve the health, safety, and living conditions of the community?
3. In cases involving fire protection, will the proposed project improve the fire rating of the community?
4. Does the proposed project improve the area's environment?
5. Does the proposed project improve the economic conditions of the area?
6. Is the project cost effective?
7. Will LGAP funds be used to match other local, state or federal funds?

## APPLICATION PROCEDURES

Complete all of the application forms included herein. An original and one copy of the application must be submitted to the Office of Community Development. If the project involves technical or engineering questions, you may need to consult a qualified expert for design descriptions or budget estimates. The application package is brief and has been designed in such a way that it can be easily completed. The application package consists of six forms which must be completed. A resolution of support from the governmental body must be attached to the application. In addition, the application must include a letter of support from the state senator and state representative who represents the district in which the project is located. Applications will not be accepted without both the legislative letters of support and the local government resolution of support.

LGAP will not provide administration funds to administer the project nor fees for completing the application package. In addition, LGAP will NOT pay for previously incurred debt. Should your project be funded, requests for payments accompanied by invoices will be sent to the OCD. Under no circumstances will the State reimburse costs for invoices dated prior to an executed contract with the unit of local government.

## EMERGENCY SET-ASIDE

A small amount of funding has been set-aside for projects determined to be of an emergency nature which affect the health and safety of residents of an area. Emergency applications will be accepted until March 31, 2007. A unit of local government may receive an emergency grant only once during the fiscal year under this category. The emergency situation must have occurred within 3 months of application submission. Any emergency funds not obligated by May 1, 2007, will be reallocated to the regular program.

**THE FOLLOWING FORMS MUST BE SUBMITTED to the**

**OFFICE OF COMMUNITY DEVELOPMENT:**

**Post Office Box 94095  
Baton Rouge, LA 70804-9095**

- 1) Cover page
- 2) Classification page
- 3) Project description
- 4) Proposed budget summary and instructions
- 5) Local government assurances
- 6) Resolution of support from governmental agency/governing body
- 7) Support letter from state senator and state representative

**Application may be submitted to:  
Office of Community Development  
LGAP Program  
Division of Administration  
Post Office Box 94095  
Baton Rouge, Louisiana 70804-9095**

**LOCAL GOVERNMENT ASSISTANCE PROGRAM  
2006 - 2007 GRANT APPLICATION**

**COVER PAGE**

**COMPLETE ALL SECTIONS: Incomplete forms may disqualify or reduce a grant award.**

GOVERNMENTAL FISCAL AGENCY: (Name of Municipality or Parish)

\_\_\_\_\_

ADDRESS OF LOCAL GOVERNMENT:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PHYSICAL ADDRESS OF PROJECT (Including the 9-digit Zip Code):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CHIEF ELECTED OFFICIAL: (Mayor or Parish President's Name)

\_\_\_\_\_

CONTACT PERSON (if different from the head of government)

\_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

APPLICATION PREPARED BY *(if different from the contact person):*

\_\_\_\_\_

AMOUNT REQUESTED: \$\_\_\_\_\_

FEDERAL TAX IDENTIFICATION NUMBER: \_\_\_\_\_

# CLASSIFICATION PAGE

**COMPLETE ALL SECTIONS: Incomplete forms may disqualify or reduce a grant award.**

NAME OF PARISH: \_\_\_\_\_

NAME OF MUNICIPALITY: \_\_\_\_\_

POPULATION: Please check the appropriate category based on 2000 Census figures.

- ☐ Village (1 - 999 citizens) \_\_\_\_\_ population
- ☐ Town (1,000 - 4,999 citizens) \_\_\_\_\_ population
- ☐ City (5,000 - 35,000 citizens) \_\_\_\_\_ population
- ☐ Parish (Less than 100,000 citizens) \_\_\_\_\_ population

OTHER LOCAL, STATE OR FEDERAL GOVERNMENT AGENCIES/PARTICIPANTS IN PROJECT:

IS THE PROPOSED PROJECT ON PUBLICLY OWNED LAND? ☐ Yes ☐ No

IS THE BUILDING PUBLICLY OWNED? ☐ Yes ☐ No

\*IF THIS PROJECT INVOLVES FIRE PROTECTION, ESTIMATE THE CHANGE IN FIRE RATING:  
Current \_\_\_\_\_ Future \_\_\_\_\_

# PROJECT DESCRIPTION

THIS PAGE MUST BE COMPLETED.

Should you need more space, you may continue on another page.

**COMPLETE ALL SECTIONS: Incomplete forms may disqualify or reduce a grant award.**

**Be specific and state what you plan to spend the money on and what you want to do (what, where, why, how), if awarded. We need all information to process, review and rate applications. Grant applications cannot be reviewed without detailed information on the benefit to the local community and how the money will be spent.**

1. BRIEFLY DESCRIBE THE FULL INTENT (PURPOSE) OF THE PROPOSED PROJECT:

[illegible]

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- [illegible]



- IF YES, PLEASE EXPLAIN IN THE AREA PROVIDED BELOW. (Attach any news articles, resolutions, state or federal agency non-compliance or administrative orders and/or other supporting documents.)

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## **Instructions for Completing LGAP Proposed Budget Summary**

The following instructions for each budget category are based on the **LOUISIANA ACCOUNTING AND UNIFORM GOVERNMENTAL HANDBOOK**, which is available on the Division of Administration's website at <http://www.doa.la.gov/cdbg/lgap.htm>, or upon request to OCD, a hard copy of the handbook will be provided to any applicant. Please carefully review these instructions before completing the budget categories.

**The LGAP will pay for contract labor only.** Ongoing or administrative salaries can be shown in this budget summary for credit as part of the Local Government's match funding.

### **Construction Contract**

Amounts to be paid by the grant recipient for construction contracts.

### **Supplies**

Project related materials only will be reimbursable.

### **Property**

Expenditures for acquiring fixed assets including land or existing buildings, improvements of ground, initial equipment, additional equipment, and replacement of equipment.

### **Other Objects**

Amounts paid for goods and services not otherwise listed in the above categories.

**NO PAYMENT WILL BE MADE FOR INVOICES FOR PROJECT WORK DONE PRIOR TO AWARDING. PAYMENTS FOR APPROVED INVOICES WILL BE MADE ACCORDING TO TERMS OF A SIGNED LETTER OF COMMITMENT/AGREEMENT AFTER AN AWARD IS MADE.**

"Local Funds" are any funds included in the total project costs, which are contributed by the unit of local government making the application. "Private Funds" are those from sources other than governmental entities, such as private businesses, bank, etc. "Other State Funds" include any other funds received through other state programs. "Federal funds" include funds from EPA, USDA, etc.

# PROPOSED BUDGET SUMMARY

**COMPLETE ALL SECTIONS: Incomplete forms may disqualify or reduce a grant award**  
**Refer to next page for an explanation of the spending categories.**

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5
SPENDING CATEGORY	AMOUNT REQUESTED FROM LGAP	AMOUNT OF MATCH BY LOCAL GOVERNMENT	SPECIFY OTHER FUNDS AND SOURCE (private, federal, other state monies)	TOTAL
SALARIES				
CONSTRUCTION CONTRACT				
SUPPLIES Items Used Up Not Permanent				
PERMANENT PROPERTY Includes Equipment				
OTHER Explain Below				
PROJECT TOTAL				

**\*SHADED AREAS CANNOT BE USED TO ENTER REQUEST FOR FUNDS**

# Local Government Assurances

**COMPLETE ALL SECTIONS: Incomplete forms may disqualify or reduce a grant award**

## **FISCAL ASSURANCES**

1. The Local Government Agency (LGA) assures that all programs, activities, and expenditures of funds conducted in association with this program are in direct compliance with the provisions of the LGAP.
2. The LGA assures that funding received under the LGAP will not replace or reduce funding for existing programs.
3. The LGA assures that it will provide for proper fiscal control and accounting procedures as may be required for fiscal audit.

## **PROGRAMMATIC ASSURANCES**

1. The LGA assures that it will comply with R. S. 24:513 (State Audit Law), and State of Louisiana public bidding procedures.
2. The LGA assures that, as applicable, it will comply with all federal and state laws, executive orders, and/or regulations.
3. The recipient of this grant assures that elected officials or their family members will not receive (directly or indirectly) any part of the funds awarded through this grant.
4. The LGA assures that no funds will be used on private property.
5. By acceptance of this grant, the LGA acknowledges that should any LGAP grant be open beyond two years from the effective date of the signed contract, unless an extension request has been approved. The LGA will not be eligible for further LGAP funding until that grant is closed.
6. The recipient of the grant assures that funds requested in the grant will be used for the stated purpose only and within the time frame stated. Proof of proper expenditure of these funds will be required through invoices, canceled checks, copies of contracts, and other documentation. Failure to comply with any part of this agreement will result in termination of this grant and require any funds paid to be returned to the Office of Community Development.

I UNDERSTAND THAT, UNDER STATE LAW, NO REIMBURSEMENT CAN BE MADE OF ANY INVOICES FOR WORK OR PURCHASES BEFORE THERE IS A WRITTEN AGREEMENT SIGNED BY BOTH THE LOCAL GOVERNMENT AND THE DIVISION OF ADMINISTRATION.

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*Chief Elected Official*

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*Title*

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*Type Name Here*

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*Date*